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## Illinois County Map of COVID-19 Positive Cases

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**Minutes - February 8, 2021 (/)**

# Putnam County Illinois Board Meeting Minutes

## Minutes - February 8, 2021

PUTNAM COUNTY REGULAR BOARD MEETING

FEBRUARY 8, 2021, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, February 8, 2020, by County Board Chairman Charles Lenkaitis. As a result of the social restrictions due to the outbreak of the Coronavirus (Covid-19) Pandemic and due to the unavailability of the Putnam County Office of Emergency Management Building, the meeting was held in the courtroom at the Putnam County Courthouse in Hennepin, Illinois. The meeting was also available via Zoom.

Roll Call was taken by the Clerk of the County Board with Steven Malavolti, Luke Holly, Charles Lenkaitis, Anthony Rue, and Floyd Holocker answering.

The Pledge of Allegiance was recited by all in attendance.

It was moved by board member Steven Malavolti to approve the minutes from January 11, 2020, Regular Board Meeting. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

County Highway Engineer Pat Sloan presented his January report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that the hydraulic report for the ESK Bridge Replacement has been approved. Our consultant is finalizing the plans and specifications for bidding this summer. Mr. Sloan also informed the board that he is finalizing the seal coat and paving plans for the 2021 season. Would like to bid during March. The total amount of work planned for the County and the Townships is approximately \$975,000 with Motor Fuel Tax and Rebuild Illinois funds being used. Other County Highway Engineer activities have included meeting with the Marquis, Inc. environmental staff to discuss stream restoration of Coffee Creek between ESK Road and IL Hwy 71. Marquis will be employing a consultant to develop the plans which will include repairs to erosion surrounding the Prairie Industrial Bridge. County Highway Maintenance activities have included checking the roads, servicing the Sheriff Department's vehicles, plowing and salting the roads, dealing with minor breakdowns, and ordering and receiving 290 tons of road salt. (The Putnam County Highway Engineer and Maintenance Activities Reports are on file at the Office of the County Clerk for review by any interested parties.)

Sheriff Kevin Doyle presented his Sheriff's and Civil Processing Transaction Reports for the month of January to the board. Mr. Doyle also discussed the budget for Animal Control. As of January 31, 2021, \$2,133.37 of the budgeted amount of \$14,000.00 for Administrative Service Fees has been used leaving a remaining balance of \$11,866.63. Mr. Doyle also informed the board that the courthouse remains open for essential business. Mr. Doyle also informed the board that there currently are no maintenance issues within the courthouse. Mr. Doyle had nothing of further interest to report to the board. (The Sheriff's and Civil Processing Transaction Reports are on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel presented his financial reports for the month of January to the board. The General Fund's working balance for the month of January, Fiscal Year 2021, was \$180,586.94 compared to a working balance of \$165,146.18 for the month of January, Fiscal

Year 2020. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month, Fiscal Year 2021". The General Fund balance for the month of January, Fiscal Year 2021, was \$24,813.03. The General Fund Savings balance for the month of January, Fiscal Year 2021, was \$489,753.97. The Illinois Fund - General Fund balance for the month of January, Fiscal Year 2021, was \$277,685.26. The total of the General Fund Accounts is \$792,252.26. Year to date for Fiscal Year 2021 shows revenues of \$473,153.32 and expenses of (\$597,840.97) for a total of (\$124,687.65). The actual versus budget variance percent target for the period is .167%. Mr. Kunkel had nothing of further interest to report to the board. (The County Treasurer's financial reports are on file at the Office of the County Clerk for review by any interested parties.)

County Clerk & Recorder Dan Kuhn presented his County Clerk & Recorder's report for the month of January to the board. His report shows \$71,867.03 in total receipts and \$35,661.03 in total disbursements for the month of January resulting in a closing balance of \$36,206.00. Mr. Kuhn also informed the board that to date the State Board of Elections reimbursement grants has totaled \$30,258.46. Another grant has been submitted to the State Board of Elections for the HAVA Election Security Grant totaling \$1,179.1208 for four (4) months of the costs associated with Ethernet access to the Illinois Central Network Election Security. Payment is expected sometime in February. Mr. Kuhn also informed the board that his office continues to receive delinquent tax payments for the 2017 and 2018 property taxes sold at the Treasurer's Office Annual Tax Sales. Tax redemptions for the month of January 2020, totaled \$2,974.57. Also, his office is beginning to receive payments for delinquent taxes for Tax Year 2019. (The County Clerk & Recorder's report is on file at the Office of the County Clerk & Recorder for review by any interested parties.)

County Circuit Clerk Carly Neubaum had nothing to report to the board for the month of January and therefore was not present for the meeting.

County Probation Officer Patricia Hohulin had nothing to report to the board for the month of January and therefore was not present for the meeting.

County Supervisor of Assessments Tammy Mehalic had nothing to report to the board for the month of January and therefore was not present for the meeting.

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of January to the board. Mr. Burger informed the board that there were no building permits issued during the month of January. There were five (5) building inspections completed during the month of January with two (2) being finals. One (1) for a deck and one (1) for a room addition. Mr. Burger also informed the board that a list of owners at Walnut Grove has been submitted to the Illinois Department of Natural Resources. The IDNR will send the owners pos cards regarding the survey of the Illinois River for low floor elevations along the river. Mr. Burger also informed the board that the Planning Commission and the Zoning Board of Appeals met and both approved the Special Use Permits requested by Mid-American Growers regarding Cannabis. Mr. Burger recommended that the county board approve the requests. Mr. Burger also informed the board that he worked with the North Central Illinois Council of Governments on

parcels owned by Marquis Energy that will be added to the Bureau-Putnam Area Enterprise Zone. Mr. Burger also informed the board that he will be meeting with the Putnam County School Superintendent and the Regional Office of Education Superintendent regarding a Domestic Water Holding Tank building that was erected at the Putnam County Junior High School. The required paperwork and inspection will be completed. Mr. Burger also informed the board that he will continue to issue building permits and perform inspections while observing the proper guidelines while out in the public due to the Coronavirus (COVID-19) pandemic. (The County Zoning Officer Report is on file at the Office of the County Clerk for review by any interested parties.)

County Death Investigator Bob Cofoid presented his Death Investigator report for the month of January to the board. There were three (3) deaths reported to his office during the month of January. Mr. Cofoid had nothing of further interest to report to the board. (The County Death Investigator Report is on file at the Office of the County Clerk for review by any interested parties.)

Putnam County Office of Emergency Management Coordinator Chauntelle Biagi-Bruer presented her January P.C.O.E.M. Coordinator's reports to the board. Ms. Biagi-Bruer informed the board that the State of Illinois has extended its Disaster Proclamation until March 7, 2021, for all counties (102) in Illinois. Ms. Biagi-Bruer discussed with the board her continued planning and preparedness activities in response to the Coronavirus (COVID-19) Pandemic and assisting the Bureau, Marshall, Putnam County Health Department in their use of the PCOEM building for the administering of vaccinations for COVID-19. At the December 2020 board meeting, Ms. Biagi-Bruer had informed the board that the main entrance into the P.C.O.E.M. building will not close properly and needs to be fixed. Judd Construction has submitted a bid (attached to the report) of \$2,350 for replacing the door which would include security glass and a keypad deadbolt locking mechanism. After a brief discussion, board member Steven Malavolti moved that the board approve the bid for the replacement of the main entrance door to the PCOEM Building. Board member Anthony Rue seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. Ms. Biagi-Bruer also informed the board that the batteries (2) have been replaced in the PCOEM truck. As part of Ms. Biagi-Bruer's report, Mr. Hector Gomez and Kurt Kuchle with the Bureau, Marshall, Putnam County Health Department gave an update on the current situation relative to the Coronavirus (COVID-19) pandemic. Mr. Gomez and Mr. Kuchle informed the board that COVID-19 mass vaccinations have begun, utilizing the P.C.O.E.M. Building. There has been a problem with allocations of the vaccine to Putnam County. The update also included the various testing sites available for the public. Mr. Gomez and Mr. Kuchle also updated the board on the status of the merger of the Health Department and the Putnam County Office of Emergency Management. (The P.C.O.E.M. Coordinator Reports are on file at the Office of the County Clerk for review by any interested parties.)

Under "Old Business" for Committee Reports; there were no reports from any of the board committee members for the month of January.

Under “New Business” for Amendment To The Fiscal Year 2020-2021 Budget For Animal Control; the Sheriff’s Department requested an amendment to the budget for the Fiscal Year 2020-2021 to reflect the correct amounts budgeted under Appropriation #26-Animal Control (Schedule A and Schedule B). The board’s Finance Committee will review and make the necessary corrections.

Also, under “New Business” for Addendum To Bureau Putnam Area (2017) Enterprise Zone Intergovernmental Agreement / Ordinance Amending Ordinance No. 2015-0-05; Mr. Duane Calbow with the North Central Illinois Council of Governments presented to the board an Addendum to the Bureau Putnam Area (2017) Enterprise Zone Intergovernmental Agreement. The Addendum authorizes the execution of the Amendment to the Bureau Putnam Area Enterprise Zone Intergovernmental Agreement. After a brief discussion, board member Steven Malavolti moved that the board approve the Addendum as written. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. Mr. Calbow then presented to the board an Ordinance amending Ordinance #2015-0-05. The Ordinance expands the territory within the existing zone. After a brief discussion, board member Luke Holly moved that the board approve the Ordinance as written. Board member Anthony Rue seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the Ordinance (#2021-0-01).

Also, under “New Business” for Special Use Permit, Mid-American Growers (Cannabis Business); the board discussed the Special Use Permit requested by Mid-American Growers for cannabis. The Special Use Permit was recommended for county board approval by both the Planning Commission and the Zoning Board of Appeals. After further discussion, board member Steve Malavolti moved that the board approve the recommendations of the Planning Commission and the Zoning Board of Appeals for the Special Use Permit for Mid-American Growers. Board member Anthony Rue seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

Also, under “New Business” for Putnam County Website ([www.co.putnam.il.us](http://www.co.putnam.il.us) (<http://www.co.putnam.il.us>)); the board discussed information updates submitted for posting to the website. The addition and/or revising of information, monitoring, and updating will be on-going. Any and all updates should be forwarded to Ms. Susan Grady with Connecting Point Computer Centers. Her e-mail address is [SGrady@cpointcc.com](mailto:SGrady@cpointcc.com) (<mailto:SGrady@cpointcc.com>).

Also, under “New Business” for Approve Bills; the county board reviewed the bills for the month of January. Board member Steven Malavolti then moved that the board approve the payment of the bills for the month of January. Board member Floyd Holocker seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

Also, under “New Business” for Correspondences and Reports; the board chairman reviewed correspondences that he had received with the other members of the board.

Also, under “New Business” for Public Comment Period; there were no members of the public in attendance for comments.

At 6:56 P.M., board member Anthony Rue moved that the board retire into Executive Session to discuss personnel issues. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. The board then retired into Executive Session.

At 7:05 P.M., board member Steven Malavolti moved that the board return to Regular Session. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. The board then returned to Regular Session.

At 7:12 P.M., board member Steven Malavolti moved to adjourn the meeting. Board member Anthony Rue seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, March 8, 2021, at 5:30 P.M. The meeting will be held in the courtroom at the Putnam County Courthouse.

Respectfully submitted,

DANIEL S. KUHN  
Clerk of the Putnam County Board

**Putnam County Illinois**  
**120 North 4th Street**  
**Hennepin, IL 61327**

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